

Pam-misc.

Woman's Miss. Soc. M. F. Ch. Canada

CONTINUATION COPY
North American Section
LIBRARY

1681

INSTRUCTIONS TO MISSIONARIES

1. The missionaries sent out by the Woman's Missionary Society of the Methodist Church of any foreign field, when not less than five in number, shall constitute a Mission Council, with powers and duties as hereinafter defined. When there are less than five missionaries in the field they may act as a committee to make recommendations, but shall not possess the powers of a Council. The Council shall be subject to such regulations as the Board of Managers of the Woman's Missionary Society may from time to time adopt. The Board of Managers or its Executive shall annually appoint one of the Council Secretary-Treasurer of the Mission, who shall also act as Chairman of the Council. It shall be her duty to forward to the Foreign Secretary all resolutions, memorials, recommendations or other official action of the Council or its Executive, and all official communications intended for the consideration of the Board or its Executive. The Council shall have authority:

(a) To elect a Recording Secretary, who shall notify all members of meetings, and shall keep a true record of the proceedings and decisions of the Council.

(b) To appoint an Executive Committee to deal with any matters that may arise in the intervals of Council meetings.

(c) To designate the particular field of each foreign missionary and to appoint or reappoint her thereto, unless otherwise directed by the Board of Managers.

(d) The Council shall meet in joint session at least once in the year with the Council of the General Board of Missions for consultation on matters of common interest with the view of promoting harmony and co-operation between the agents of the two societies in the prosecution of their work. If any question arises in regard to which a majority of either Council cannot agree, it may be referred to the Home Boards for final decision, subject to the provisions of paragraph 370, sub-section 2, of the Discipline of 1894. The Executives of the two Councils shall meet in joint session when deemed necessary. A copy of the minutes of all sessions of the Council and Executive, whether joint or otherwise, shall be forwarded promptly to the Foreign Secretary.

(e) The Council shall prepare and forward to the Board of Managers at least annually, a full report of the work, and any recommendations touching the same which the Council deems it expedient to make.

2. Missionaries shall incur no expense to be met by the Society for which estimates have not previously been submitted to, and approved of by, the Board of Managers, or its Executive Committee.

3. They shall credit to the Society all donations received for the support of their work, and annually report the same with their financial statements.

4. All solicitations for funds for special work must be made through the proper official authorities, and missionaries are requested not to apply to private sources for aid for their work.

5. Missionaries to foreign fields shall be allowed one hundred dollars (\$100) for personal outfit, and \$100 for house-furnishings, when considered necessary by the furnishing committee on the field—the latter to be the property of the Woman's Missionary Society. Missionaries to home fields shall be allowed fifty dollars for personal outfit, said sum for outfit in both cases to be considered part of first year's salary.

6. Each Missionary must report to the Foreign or Home Secretary the date of her arrival on the mission field to which she has been appointed; her salary begins that day, and all allowance for travelling expenses ceases. The salaries of our missionaries to China begin when they reach Ichang. A detailed statement of her travelling expenses and the balance in hand must be handed to the Treasurer of her specific field, taking a receipt therefor.

7. We recommend that, when practicable, such arrangements be made for the duties of our missionaries to foreign fields during their first year's service, as shall allow them considerable time for the study of the language, and that their salary for that year shall be two-thirds of the fixed salary. Missionaries in China shall, from the first, receive full salary.

8. A medical missionary shall keep an itemized account of all receipts and disbursements. Such receipts may be used for necessary expenses in her medical work, and any surplus shall be credited to the Woman's Missionary Society, and her medical outfit shall be the property of the same.

9. Missionaries on the field are required to send annual and quarterly reports to the Foreign or Home Secretary, and the action of the Board of Managers or its Executive Committee will be communicated to them through that Secretary, and no other instructions are to be considered as official.

10. The Secretary-Treasurer of each mission field or home must send to the Secretary of Statistics and Special Objects of the Board a yearly list of Bible-women, supported students and orphans, in October, after the opening of the schools. An inventory of furnishings must be sent every five years.

11. The Treasurers in the mission fields, both home and foreign, are instructed to forward receipts for remittances to General Treasurer, and a statement of balance on hand, with the number of pupils in residence, quarterly, to the Foreign or Home Secretary and General Treasurer, and a full statement annually, properly signed and audited, in time to insure its arriving before the 1st of September of each year.

12. All Mission Treasurers shall forward their estimates, properly approved, to the Corresponding Secretary in time to insure their arriving on or before the 1st of September of each year.

13. Missionaries shall not exceed in expenditure the amount appropriated by the Board of Managers. Emergencies arising during the year can be met only by application to the Executive Committee.

14. If any money be not required for the object for which it was appropriated, it may be used for any other purpose which the Mission Council may recommend and the Board or its Executive approve, and any surplus funds from native sources may be used under the direction of the Mission Council. If any surplus funds remain in the mission treasuries from unused appropriations, exchange, or any other source, they must be reported in the annual statement.

15. If there prove manifest unfitness for missionary work, the Board of Managers or its Executive Committee may cancel its obliga-

tions to a Missionary whom it has appointed, three months' notice having been given to such appointee by the Board or its Executive; necessary return expenses to be paid by the Society, provided she return at the expiration of the three months.

16. The furlough for missionaries sent out under the direction and control of the Board of the Woman's Missionary Society, shall be for one year, with travelling expenses home, and \$400 salary. If her health demands that she remain in this country, the second year she shall receive \$350.00. Each missionary on furlough shall notify the Foreign Sec. at the end of six months as to her intention to continue in the work, and, two months before time of return, send to the Secretary of her department an approved medical certificate. Returned missionaries shall be allowed from three to six months for post-graduate work.

17. A missionary desiring to return home from any other cause than ill-health, must secure permission from the Board of Managers or its Executive Committee, otherwise her expenses cannot be allowed. In case of ill-health requiring her immediate return, she shall bring a certificate to that effect from a physician and the Secretary-Treasurer of that field, and shall be entitled to one-half salary for that year. If it be necessary for her to remain at home longer than one year, arrangements must be made by the Board or its Executive. If a missionary retires for any cause other than ill-health, she shall be required, if her term of service has been under one year, to refund the amount of outfit and passage money; if under three years, to refund the whole of her outgoing travelling expenses; if over three and less than five years, she shall refund the half of her outgoing travelling expenses, and in the same proportion for each succeeding term of service.

18. Each returned missionary on furlough shall be expected to attend the first session of the Board of Managers after her return. Her travelling expenses to and from the place of meeting shall be paid by the Society unless otherwise provided for.

19. Returned missionaries are directly under the control of the Board and its Executive, and it is strongly recommended that they address no public meetings during the first three months. If health permit they may attend a limited number during the following six months, at the discretion of the Executive, the last three months to be given up to rest and preparation for return.

20. Where there is an Advisory Committee in connection with a mission, field or home, the matron or missionary in charge shall consult it in all matters pertaining to the efficiency of the work under her care. The annual and quarterly statements shall be submitted to said Committee for its approval and the estimates for the coming year shall receive its endorsement, being signed by the Secretary of said Committee, as well as by the Treasurer of that specific mission, field or home.

21. Each mission is a little community in which the will of the majority should rule. Each member of it should do her utmost to promote its peace and unity, and to submit gracefully, and not merely because she cannot prevail. She should keep herself well informed as to the work and policy of her associates, in order that her estimates of their needs and rights may be fair and comprehensive, and that of her own just and unselfish. In the possible case of a decision which she may think unfair, she has always the right of an appeal to the

Board of Managers, but her strength will be in that "charity that thinketh no evil, which suffereth long and is kind," and in quiet waiting upon Him who makes "all things work together for good to them that love Him."

Every missionary candidate shall be required to sign the following contract:

I agree to give five years of continuous services as an unmarried woman to the work of the Woman's Missionary Society, each succeeding term to be for seven years, unless prevented by ill-health.

I agree to the conditions and terms of the Rest Fund Constitution, and any changes that may be made, according to the provisions of said Constitution.

I agree to conform to the above requirements and conditions while in the employment of the Woman's Missionary Society.

Signed